



WORKFORCE PLAN

FY 2009-2013

FISCAL YEARS 2010-2011 WORKFORCE PLAN

Workforce Planning Report

Agency Overview

The Board regulates the public practice of geoscience. This goal is accomplished by issuing licenses to qualified geoscientists, investigating complaints about the unlawful practice of geoscience, and educating the industry and the public about the activities of the Board.

The agency is in its third year of operation and has discovered the following concerns that need to be tracked over the coming fiscal years:

- Enforcement has yet to mature from the perspective of the licensees
- More than half the licensing population is in the mid-50's which could create a large downturn in license numbers when they reach retirement
- Renewal fees are considered too high by licensees
- Having enough professional geoscientists to meet the increased demand for their services
- Providing enough outreach to the public and prospective licensees
- The final configuration of the agency staff is yet to be determined

A. Agency Mission

The mission of the Texas Board of Professional Geoscientists is to protect public health, safety, welfare, and the state's natural resources by ensuring that only qualified persons carry out the public practice of geoscience.

Strategic Goals and Objectives

GOAL A	LICENSING
Objective	Provide a licensing system to assure that professional geoscience in Texas is practiced only by qualified and competent Texas Licensees.
Strategies	<ul style="list-style-type: none">• Application Review• Informational Services

GOAL B	ENFORCEMENT
Objective	Ensure fair due process for 100 percent of reported violation of the Texas Geoscience Practice Act within 60 days.
Strategy	<ul style="list-style-type: none"> • Enforcement • Indirect Administration

B. Anticipated Changes in Strategies

TBPG anticipates several changes that will significantly impact the agency's business and workforce. These changes are outlined below.

- Technology Changes
 - ✓ As per HB 1516, the agency will (at a future date) need to have its information technology and related data migrated to a state data center. This may eliminate the need for any current IT and licensing system services the agency currently utilizes. TBPG will not consolidate to a state data center during the next biennium because of the overall cost to the state.
 - ✓ Versa Systems appear to be too inflexible and expensive to be maintained beyond the next biennium. Thus, a new licensing system could replace Versa Systems, assuming the agency doesn't consolidate to a state data center before then.
 - ✓ The agency has gone "paperless" with regards to licensee files. Neubus was contracted to scan and store all licensee files on a server for easy access by agency staff using their desktop computers. This allows for increased efficiency in organization and retrieval of files.

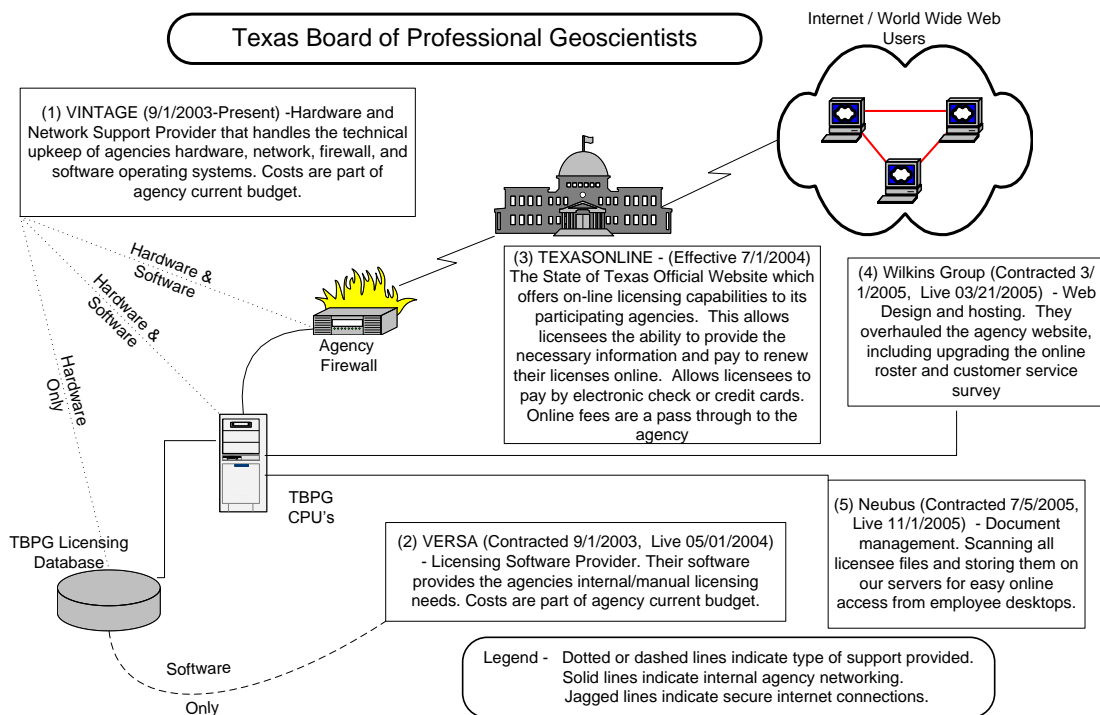


Figure 1: Texas Board of Professional Geoscientists IT structure.
CURRENT WORKFORCE PROFILE (SUPPLY ANALYSIS)

Although there are many important workforce issues facing the agency, it is difficult to address all concerns immediately. TBPG has dedicated its focus on workforce planning issues that will address the most critical areas in the agency. These issues include a placing greater emphasis on employees in enforcement roles, educational outreach programs and evaluating continuing education products.

A. Critical Workforce Skills

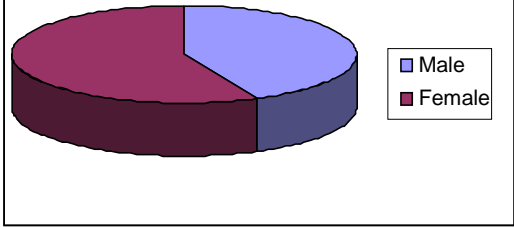
Although the agency has qualified employees, there are several critical skills that are important to the agency's ability to operate. Without these skills, TBPG could not provide basic business functions. The skills are listed below:

- Conducting investigations
- Interpreting legal statutes
- Consumer support
- Database development and maintenance
- Regulatory process experience
- Public outreach
- Human resource institutional knowledge

B. Workforce Demographics

The following charts profile the agency's workforce as of June 1, 2008. The agency's workforce is comprised of 67% females and 33% males. Over 33% of the employees are over the age of 40. The percentage of employees with less than five years of state experience stands at 33%. This percentage is high enough to warrant strong training programs to ensure our employees are proficient as quickly as possible.

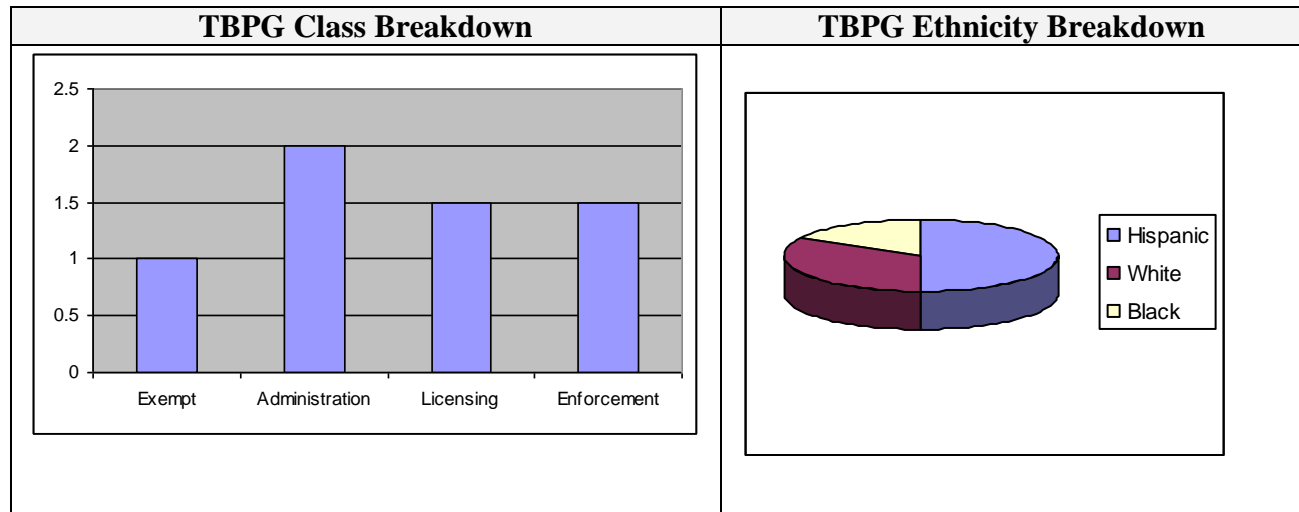
Figure 2: Workforce Breakdown

Workforce Breakdown		
Gender	Age	Agency Tenure
<p>Agency Workforce</p>  <p>Females: 67% Males: 33%</p>	<ul style="list-style-type: none"> ➤ 1 employee \geq 50 years ➤ 1 employees \geq 40 years ➤ 4 employees \geq 30 years ➤ 0 employee \geq 20 years 	<ul style="list-style-type: none"> ➤ Four employees less than five (5) years agency tenure. ➤ First employee hired August 2002. ➤ Second employee hired August 2003. ➤ Remaining employees hired after September 2003.

The agency is authorized 6 full-time employees, which includes one exempt position. There are currently 4 full-time and 2 part-time employees who are on staff to analyze and evaluate administrative, financial, licensing, and enforcement issues and the technical/professional credentials of applicants.

The ethnic distribution of the staff is 17% Black, 50% Hispanic, and 33% White. The following tables compare the classes and ethnicity of the agency.

Figure 3: TBPG Classification and Ethnicity Breakdowns



C. Employee Turnover

Turnover is an important issue in any organization, and TBPG is no exception. Average state tenure in the agency is less than 8 years. The agency turnover rate in Fiscal Year 2007 is 0% which is slightly lower than the state average of 17.6%. It is projected that the turnover rate for Fiscal Year 2008 will be 16%.

D. Retirement Eligibility

During fiscal years 2009-2013, the agency projects one potential loss of one employee through retirement. It is important to ensure that the agency's institutional knowledge and organizational experience be preserved.

FUTURE WORKFORCE PROFILE (DEMAND ANALYSIS)

The changing demand for enforcement means TBPG will have to revise current processes and reorganize business units. As a result, these are the changes we anticipate in our workforce:

A. Critical Functions

- Expanding an efficient and effective enforcement program
- Administering the Continuing Education Program
- Expansion of the education and community outreach efforts
- Administering the examinations necessary for licensure
- Continuing the efficient and effective licensure of qualified geoscientists

B. Anticipated Workforce Changes

- Increased use of technology to revise and streamline work processes
- Employees cross-trained in functional areas

C. Anticipated Increase/Decrease in Number of Employees Needed to Do the Work
Agency is matured to the point that additional enforcement effort is necessary and will require additional staffing.

- Anticipated staff level must increase with an Executive Director and a cross-trained Operations Specialist.
- Reciprocity agreements are ongoing and increasing thus requiring additional staffing.
- Increased efficiency and new technologies will allow a shift in priorities and duties.

D. Future Workforce Skills Needed

To administer effectively and efficiently the variety of enforcement investigations and standards under TBPG's jurisdiction, the agency relies on a competent and knowledgeable staff. In addition to the critical competencies listed before, these are additional ones essential for future positions:

- Change management
- Process analysis
- Collaboration
- Negotiation and facilitation
- Project management
- Performance management
- Strategic planning